

# OFM

## Facilities Planning

### 2019 Facilities Inventory Instructions

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## ANNUAL FACILITIES INVENTORY OVERVIEW

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Facilities owned and leased by state agencies represent a significant financial investment by the citizens of Washington. Since 1997, [RCW 43.82.150](#) has required an annual inventory of these facilities, which provides critical leased and owned facility information for budget development, strategic facilities planning and analysis, and reporting functions.

This year, OFM has implemented inventory process improvements aimed at increasing data accuracy and program efficiency. Specific changes include:

- Adjusting the facilities inventory reporting timeline (April 8 – June 30) to align the annual inventory and biennial Six-Year Facilities Plan baseline reporting processes. This will reduce duplication of effort for agency reporters.
- Providing agencies with clearer inventory expectations and instructions through new policies, data validation tools and FPMT user education materials. Please refer to the Facilities Planning website for a new [Data Integrity and System Access Policy](#) and an updated [Statewide Facilities Inventory Policy](#).

OFM is committed to continuously improving its processes, and the 2019 facilities inventory will serve as one step in a phased approach to aligning data collection processes and preparing for new requirements, such as the federal lease depreciation requirements that will go into effect in 2021.

## LOOKING AHEAD TO 2020

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To allow agencies adequate time to prepare, OFM is announcing anticipated changes for next year's reporting cycle. Specifically, OFM plans to implement the following new data requirements in 2020:

- All agencies will be required to report condition assessment for all owned and leased facilities. This data is statutorily required per [RCW 43.82.150](#).
- Agencies that will have in-scope facilities in the 2021-27 Six-Year Facilities Plan must provide the following additional information:
  - Operating costs (owned and leased facilities)
  - Debt service (owned facilities)
  - Occupancy data (owned and leased facilities)
  - New and/or updated receivable lease information (owned and leased facilities)
  - Supporting lease and receivable lease documentation must be attached in FPMT

## 2019 REPORTING REQUIREMENTS, SUBMISSION, AND DUE DATE

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### Inventory Updates

Each agency is responsible for reviewing and updating all of its leased and owned inventory data in FPMT. Required data elements are not changing this year.

Please refer to the updated FPMT user manual and new job aids for instructions on how to update inventory records. These documents will be available on the Facilities Planning website by Friday, April 19. New user and refresher classroom training will be offered on Tuesday, April 30.

Inventory data should be current as of June 30, 2019. For example, a lease that ends in June should have an active status in FPMT. If a lease renewal for July is entered into the system, it must have a pending status.

**NOTE:** New facilities must be entered into FPMT by **June 15** to allow sufficient time for OFM review and approval.

### **Data Validation**

Agencies are expected to validate their data prior to submitting their inventory reports and are required to run and review the system-generated QA report to check for, and correct, missing and/or invalid data. Please refer to the new data validation instructions for specific guidance on how to validate your data. Instructions will be available on the Facilities Planning website by Friday, April 19.

### **Reporting Requirement and Submission Process**

After completing and validating inventory data, each agency will download its owned and leased facilities summary reports, as applicable, from FPMT and email them to OFM in Excel format at [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov). Please refer to Appendix A for FPMT owned and leased facilities summary report instructions.

### **Due Date**

Owned and leased facilities summary reports must be submitted to OFM by **Friday, July 5, 2019**.

## **CONTACT INFORMATION**

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For questions about the new facilities inventory timeline and reporting process, FPMT or to provide feedback, please contact your [OFM facilities analyst](#).

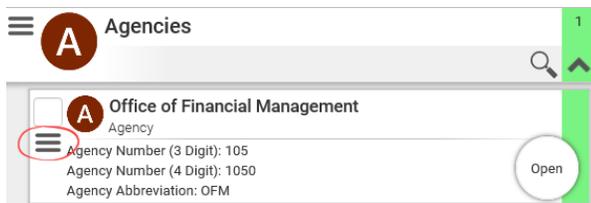
## Appendix A: FPMT Owned/Leased Summary Report Instructions

As part of the annual Facilities Inventory process, agencies must download, review and submit their FPMT owned and leased facilities summary reports, as applicable.

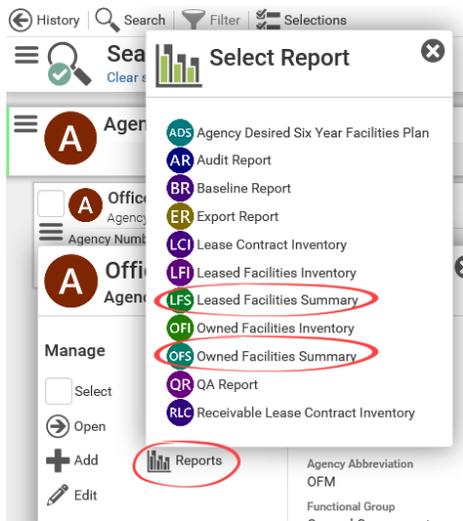
- The owned and leased facilities summary reports are accessed from the agency tile in FPMT.
- Download reports in Excel format. FPMT will give you the option of Excel or PDF.
- Email reports to OFM via [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov) by **Friday, July 5, 2019**.

**Step 1: Navigate to your agency tile**

**Step 2: Click the  menu button**



**Step 3: Click  Reports and select either Leased Facilities Summary or Owned Facilities Summary**



**Step 4: Click  Download Excel Report**